



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

REVISED

REVISED

MANAGEMENT SERVICES TECHNICIAN

\$2,220 - \$3,049

Financial Analysis Division – Division Office

300 S. Spring Street, Los Angeles

The Department of Insurance is seeking an experienced employee to perform the gathering and less complex analysis of filings for the Holdings Company Operations and working with the Early Warning and Integrated Data Base systems, in the Financial Analysis Division.

RESPONSIBILITIES: Under the direct supervision of the Division Chief, this incumbent will be responsible for completing the less technical, semiprofessional analytical tasks. Duties will include but not limited to the initial review of insurance companies' annual, quarterly and monthly financial filings; prepare invoices and assess late filing fees as necessary; initial review and calculation of insurance company dividends and make recommendations to approve or deny; maintain and control Holding Company registration filings and reports (Form A and Form B filings); initial review Management Discussion and Analysis (MDA) financial filings for completeness and accuracy; generate and review early warning indicators; update early warning system; generate, review and analyze early warning system reports; corresponds and confers with representatives of licensed insurers, regulatory agencies and other divisions within the Department; answer incoming telephone calls; screen and forward calls as appropriate; and performing other duties as required. Position requires working with the public.

DESIRABLE QUALIFICATIONS: Candidates should possess the ability to learn quickly and work independently; possess good interpersonal and communication skills - both verbal and written. Dependability, ability to follow directions, initiative, resourcefulness, good judgment, and the ability to work well under pressure and cooperatively with others is also essential. Strong computer skills with an in depth knowledge of Excel, Word, the Department Early Warning System and the Integrated Data Base. Capability for professional development is highly desired.

WHO MAY APPLY: Applications will be accepted from current State employees at the Management Services Technician level, employees within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, transfer, or list eligibility) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Shari Yamamoto, Department of Insurance, Human Resources Management, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. *Please indicate "MST #369-5278-001" on the State application.* For additional information, please call (916) 492-3418.

FINAL FILING DATE: **May 21, 2001 or Until Filled**

NOTE: Interested individuals, including list eligibles, must submit state application in order to be considered for this position

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

jw 05/10/01

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
